



TENNESSEE DEPARTMENT OF

EDUCATION

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Accounting II

Primary Career Cluster:	Finance
Consultant:	Joy Smith, (615) 532-6248, Joy.Smith@tn.gov
Course Code(s):	5911 or 3702
Recommended Prerequisite(s):	Accounting I (5910/3701), Computer Applications (5891/3638/3721)
Credit:	1
Grade Level:	11-12
Aligned Student Organization(s):	DECA: www.decatn.org FBLA: www.fblatn.org Sarah Williams, (615) 532-2829, Sarah.G.Williams@tn.gov
Teacher Resources:	http://www.tn.gov/education/cte/Finance.shtml

Course Description

Accounting II is an advanced study of concepts, principles and techniques that build on the competencies acquired in Accounting I used in keeping the electronic and manual financial records of a sole proprietorship, a partnership and a corporation. Departmental, management, cost, and not-for-profit accounting systems are explored. This course will apply the theory and practices developed in Accounting I. *(Activities in this course will be completed manually and electronically. This course requires a computerized workstation for each student with accounting and spreadsheet software and tools provided.)*

Course Standards

Standard 1.0

The student will develop and apply concepts related to human relations, safety, career development, communications, and leadership skills for a global workplace.

The student will:

- 1.1 Demonstrate sensitivity to personal, societal, corporate, and governmental responsibility to community and global issues.
- 1.2 Demonstrate the interpersonal, teamwork, and leadership skills needed to function in diverse business settings, including the global marketplace.
- 1.3 Communicate effectively as writers, listeners, and speakers in diverse social and business

- settings.
- 1.4 Apply the critical-thinking and soft skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own futures.
 - 1.5 Analyze and follow policies for managing legal and ethical issues in organizations and in a technology-based society.
 - 1.6 Investigate the life-long learning skills that foster flexible career paths and confidence in adapting to a workplace that demands constant retooling.
 - 1.7 Assess personal skills, abilities, aptitudes, and personal strengths and weaknesses as they relate to career exploration and apply knowledge gained from individual assessment to research and develop an individual career plan.
 - 1.8 Examine the goals and principles of Future Business Leaders of America.
 - 1.9 Investigates online and office safety procedures and passes a written safety examination with 100% accuracy.
 - 1.10 Demonstrate parliamentary procedure through office staff/chapter organizational meetings.
 - 1.11 Apply appropriate typography concepts to industry documents.

Sample Performance Task

- Design and produce a team project on legal and ethical issues that includes issues and penalties for plagiarism, copied text that does not require permission, and copied data that requires permission and the process used in obtaining permission. Obtain formal permission for use of quotations, art form, design, music, and photographs. Develop and present a total team project utilizing various technology components and appropriate typography concepts.

Standard 2.0

The student will perform operations necessary to plan, control, and evaluate business operations for a departmentalized accounting system.

The student will:

- 2.1 Record departmental sales, cash receipts and payments, purchases, and payroll.
- 2.2 Prepare financial reports at end-of-fiscal period. (*CLE 3103.2.3, CLE 3102.3.5*)

Sample Performance Task

- Complete a simulation or a mini-project for a departmentalized merchandising business organized as a corporation.

Standard 3.0

The student will analyze general accounting adjustments for uncollectible accounts, merchandise inventory, depreciation, notes payable and receivable, accrued expenses and revenue, prepaid expenses, and unearned revenue.



The student will:

- 3.1 Analyze and prepare adjustments for uncollectible accounts using the direct write-off method and allowance methods and compute accounts receivable turnover ratios and average number of days to pay. *(CLE 3102.5.2)*
- 3.2 Analyze methods related to planning, counting, and assigning cost to inventory. *(CLE 3103.5.3)*
- 3.3 Analyze and journalize the acquisition, depreciation, and disposal of plant assets. *(CLE 3103.5.1, CLE 3103.5.3)*
- 3.4 Calculate depreciation on plant assets using straight-line, declining balance, sum-of-the-years digits, modified accelerated cost recovery system (MACRS) and calculate depletion of plant assets due to removal of natural resources. *(CLE 3103.3.5)*
- 3.5 Calculate and journalize adjustments for notes payable and receivable, prepaid and accrued expenses, and unearned and accrued revenue. *(CLE 3103.3.5, CLE 3103.2.3)*

Sample Performance Task

- Investigate current interest rates on promissory notes at a local bank. Compute interest and maturity dates and values of notes.

Standard 4.0

The student will examine the process of organizing, paying dividends, acquiring additional capital, and reporting financial statements for a corporation.

The student will:

- 4.1 Analyze practices and journalize transactions related to the start-up of a corporation, stock subscriptions, dividend declaration, and payment. *(CLE 3102.4.2)*
- 4.2 Analyze and journalize entries for acquiring additional capital, treasury stock, and bonds payable. *(CLE 3102.5.1)*
- 4.3 Prepare and analyze financial statements for a corporation at the end of a fiscal period. *(CLE 3103.2.3, CLE 3102.3.5)*
- 4.4 Calculate federal income tax for a corporation. *(CLE 3102.2.1)*

Sample Performance Task

- Obtain the annual reports of several publicly held corporations and analyze, compare, and contrast them. Use the analyzed data to prepare U.S. Corporation Income Tax Returns provided by the Internal Revenue Service.

Standard 5.0

The student will plan budgets, organize accounting information for management decisions, analyze financial statements, and prepare cash flow analyses.

The student will:

- 5.1 Analyze and prepare budgetary planning and controls for the financial operations of a business. *(CLE 3102.5.2, CLE 3103.5)*



- 5.2 Compare the projected amounts budgeted with the actual amounts received and spent for a specific period of time. *(CLE 3103.5.4)*
- 5.3 Calculate analysis figures for making wise management decisions. *(CLE 3013.5.4)*
- 5.4 Distinguish between GAAP and tax law.

Sample Performance Task

- Using the computer and an electronic spreadsheet, prepare a budget for a college student, a young married couple, or a fictitious business (using formulas in the spreadsheet for all calculations). If computer is not available, prepare budgets manually.

Standard 6.0

The student will calculate and document cost accounting records for a merchandising and a manufacturing business.

The student will:

- 6.1 Analyze cost accounting records for a merchandising business using responsibility accounting. *(CLE 3103.5.3)*
- 6.2 Analyze cost accounting records for a manufacturing business. *(CLE 3103.5.3)*
- 6.3 Prepare accounting transactions and financial statements for a manufacturing business. *(CLE 3103.2.3, CLE 3102.3.5)*

Sample Performance Task

- Take a field trip to a local manufacturing plant to see how raw materials are converted to finished goods. Visit the accounting department for an overview of their cost accounting methods.

Standard 7.0

The student will perform special accounting procedures for not-for-profit organizations, voucher systems, and partnerships.

The student will:

- 7.1 Plan and prepare budget information and record financial transactions for not-for-profit and governmental organizations. *(CLE 3102.5.2, CLE 3103.5)*
- 7.2 Prepare financial reports for not-for-profit and governmental organizations. *(CLE 3103.2.3, CLE 3102.3.5)*
- 7.3 Prepare forms and records for a voucher system as a method of cash control.
- 7.4 Determine the steps necessary to form and expand a partnership.
- 7.5 Record journal entries for forming a partnership, admitting new partners, and reporting financial transactions for a partnership.

Sample Performance Task

- Invite a local tax preparer to come to speak to the students concerning accounting principles.

